



ଓଡ଼ିଶା ବିଦ୍ୟୁତ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିମିଟେଡ.
ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

Regd. Office: OPTCL Tech. Tower, Janpath, Saheed Nagar Bhubaneswar - 751007

OFFICE OF THE GENERAL MANAGER (EL.)

E.H.T (O & M) CIRCLE, JEYPORE

MULTISTOREYED BUILDING, 1ST FLOOR, POWERHOUSE SQUARE

P.O.- JEYPORE, DIST-KORAPUT (ODISHA) PIN- 764001

Email: ehtm.cle.jpr@optcl.co.in

CIN-U40102OR2004SGC007553

Website: www.optcl.co.in

e-TENDER SPECIFICATION NO. JPR-01/2025-2026

FOR

EMPANELMENT OF REPUTED FIRMS/ TRAVEL AGENCIES

FOR

PROVIDING HIRED LIGHT COMMERCIAL VEHICLES

AT VARIOUS UNITS UNDER

EHT (O & M) CIRCLE, JEYPORE.

Request for online tender documents:	From 19.09.2025 (10:00hrs) To 13.10.2025 (16:30hrs)
Issue of online tender documents (bid sheets):	From 19.09.2025 (10:01hrs) To 13.10.2025 (16:31hrs)
Last date of submission of online tender:	Up to 13.10.2025 (17:00hrs)
Date of opening of Tender (Techno commercial bid)	On 14.10.2025 (11:00hrs)

NOTE: -

1. Price bid will be opened only for those bidders who fulfill the desired criteria as per techno-commercial bid.
2. In case the due date for opening of tender happens to be a holiday, then tenders would be received & opened on the next working day at the same time.
3. Please note that the tenders against this tender enquiry are being invited through e-tendering mode. In case of any clarification the prospective bidders may contact this office as mentioned below.
4. The prospective bidders are requested to get their digital signatures (Class-3) well in time for participation in the tender and no request for extension on this account will be entertained.
5. Manual tenders in any form/case will not be accepted.

TELEPHONES / CONTACTS

1. General Manager (El.): 9438907842
2. Query: 9438908102



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e-TENDER NOTICE NO. JPR-01/2025-2026

Sealed tenders are invited under a **two-part bidding system** from registered travel agencies/firms for **empanelment and supply of commercial AC light vehicles on a hire basis** for official use under various units under EHT (O & M) CIRCLE, JEYPORE for a period of 2 **(Two) years**.

Interested bidders would be required to enrol themselves on the tender portal www.tenderwizard.com/OPTCL. They are required to complete set of bidding documents that are available at www.tenderwizard.com/OPTCL from Dt. **19.09.2025** at 10.00Hrs. to Dt. **13.10.2025** at 16.30 Hrs. Interested bidder may visit OPTCL's official web site www.optcl.co.in and www.tenderwizard.com/OPTCL for detail specification.

N.B: All subsequent addendums / corrigendum's to the tender shall be published **only** on www.tenderwizard.com/OPTCL.

GENERAL MANAGER (ELECT)
EHT (O & M) CIRCLE, JEYPORE

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1. NOTICE INVITING TENDER

e-Tender Notice No. 01/2025-26

For and on behalf of the Office of the General Manager (Elect.), EHT (O&M) Circle, Jeypore, sealed tenders are invited under a two-part bidding system from registered Travel Agencies/Firms as per the following details:

Item No.	Description	Cost of tender in Rs.	Tender processing Fee (Rs)	Earnest Money Deposit (EMD)
01	Empanelment Of Reputed Firms/ Travel Agencies For Providing Hired Light Commercial Vehicles At Various Units Under EHT (O & M) Circle, Jeypore for a period of 2 years.	6000 + GST @18% = 7080/-	2000 + GST @18% = 2360/-	Rs,15,000/-

The bidders can view the tender documents from Tender Portal free of cost.

1. TENDER COST:

The bidders shall pay a non-refundable amount of **₹7080/-** (Rupees Seven Thousand Eighty only, including GST @18%) towards the e-Tender cost through **Demand Draft only**, drawn in favour of **EHT (O&M) Circle, OPTCL Ltd., Jeypore**, payable at Union Bank of India, Jeypore.

- In case the DD is made from any other Nationalised Bank payable at a clearing branch at Jeypore, the bidder shall also deposit the **collection fee (bank transaction fee)** along with the tender cost.
- Both the paper cost and the tender processing fee are **non-refundable**.
- The original DD must be submitted to the office of the undersigned on or before the last date and time of submission of tender.

2. TENDER PROCESSING FEE:

The bidders shall have to submit a non-refundable amount of Rs.2360/- (Rupees Two thousand three hundred sixty) only including GST @ 18% towards the e-tender processing fee to K.S.E.D.C. Ltd, in e-payment mode only.

The e-payment of above amount is mandatory to enable the bidder to download the bid proposal sheets & bid document in electronic mode.

3. EMD:

The bidders shall have to submit an EMD in the form of Demand draft/Pay order for an amount of **Rs.15,000/- (Rupees Fifteen Thousand) only** in favour of **EHT (O&M) Circle, OPTC Ltd., Jeypore** payable at Jeypore.

4. SUBMISSION OF TENDER COST, TENDER PROCESSING FEE & EMD:

The bidder shall deposit the tender cost in DD, tender processing fee online & EMD prior to last date & time of opening of bid (Part-I) as notified in tender notice.

The bidders shall scan and upload the same in the prescribed form in **.pdf or .jpg** format in addition to sending the original as stated above. The bidder(s) shall submit Proof of payment of Tender Cost, Tender Processing fees and shall upload the same in the prescribed attachment in .pdf or .jpg format in addition to submitting the originals to the office of the undersigned on or before the scheduled date and time for opening of techno-commercial Bid.

The prospective bidders are advised to register their user ID, Password, company ID from website **www.tenderwizard.com/OPTCL** by clicking on hyper link "Register Me".

Any clarifications regarding the scope of work or technical features of the tender can be obtained from the undersigned during office hours.

**GENERAL MANAGER (ELECT)
EHT (O & M) CIRCLE, JEYPORE**

2. DISCLAIMER:

- a.** This Bid Document does not constitute an agreement, offer, or invitation to contract by OPTCL to any prospective Bidder or to any third party. It is issued solely for the purpose of providing information to assist interested parties in formulating their proposals pursuant to this Bid Document.
- b.** The assumptions, statements, assessments, and information contained herein may not be complete, adequate, or accurate in all respects. Each Bidder is, therefore, required to undertake its own due diligence, investigations, and independent analysis of the information provided, and shall be solely responsible for verifying its correctness, adequacy, reliability, and completeness, including by seeking appropriate independent advice.
- c.** Information provided in this Bid document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information provided is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. OPTCL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
- d.** Neither OPTCL nor any of its employees, advisors, or consultants makes any representation, warranty, or undertaking, express or implied, and shall bear no liability under any law, statute, regulation, contract, tort, principles of restitution, unjust enrichment, or otherwise, for any loss, damage, cost, or expense incurred or suffered by any person in connection with or arising out of this Bid Document, the Bidding Process, or any matter deemed to form part of this Bid Document.
- e.** OPTCL expressly disclaims any liability, including for negligence, arising from any reliance placed by a Bidder upon the information, statements, or representations contained herein.
- f.** Each Bidder shall ensure that the copy of the Bid Document downloaded by it is complete in all respects, including annexures and attachments. In the event of any mutilation, discrepancy, or missing part, the same must be immediately brought to the attention of OPTCL in writing.
- g.** If no such intimation is received by OPTCL prior to the last date for submission of Pre-Bid queries, the Bid Document shall be deemed complete in all respects, and the Bidder shall be deemed fully satisfied with its contents.
- h.** This Bid Document and all information contained herein are strictly confidential and are provided solely for the use of the Bidder to whom they are issued. The Bid Document shall not be reproduced, copied, or distributed to any third party, except as required under applicable law or disclosed in confidence to the Bidder's professional advisors,

provided that such advisors are subject to confidentiality obligations no less stringent than those contained herein. Should the Bidder, after receipt of this Bid Document, elect not to participate in the Bidding Process for any reason whatsoever, it shall be obliged to maintain the confidentiality of this Bid Document and the information contained herein at all times.

- i.** OPTCL may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the statements, information, assessment or assumptions contained in this Bid document at any time during the Bidding Process. All such changes shall be uploaded on the e-tender wizard portal. It is the duty of Bidders to visit the e-tender wizard portal regularly and keep themselves updated on the Bidding Process or any communication made in relation to the Bidding Process.
- j.** No Bidder shall raise any objection, whether express or implied, to any such amendment, modification, addition, or alteration made by OPTCL. Any such objection shall render the Bid submitted by such Bidder liable to rejection, at the sole discretion of OPTCL.
- k.** The bidders are expressly prohibited from making any public announcement, statement, or disclosure in relation to the Bidding Process, this Bid Document, or any of the Bidding Documents. Any such announcement shall be made exclusively by OPTCL. A breach of this condition shall constitute non-compliance with the terms of this Bid Document and may result in rejection of the Bid, at the absolute discretion of OPTCL.
- l.** The Bid submitted pursuant to this Bid Document shall be non-transferable.

PART-I

SECTION-I

INSTRUCTION TO THE TENDERERS:

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INSTRUCTION TO TENDERERS

1. Submission of Bids:

The bidder shall submit the bid in Electronic Mode only i.e. www.tenderwizard.com / [OPTCL](http://www.optcl.org). The bidder must ensure that the bids are received in the specified website of the OPTCL by the date and time indicated in the Tender notice. Bids submitted by **telex/telegram** will not be accepted. No request from any bidder to the OPTCL to collect the Bids in physical form will be entertained by the OPTCL.

OPTCL reserves the right to reject any bid, which is not deposited according to the instruction, stipulated above. The participants to the tender should be registered under GST laws (mandatory in case of a Company).

- (1) For all the users it is mandatory to procure the Digital Signatures.
- (2) Bidders / Agencies are requested to follow the following steps for participation in e-tender:

Registration:

- a. Click "Register", fill the online registration form in the specified portal.
- b. Pay the amount of Rs.2360/- through e-payment in favor of **KSEDCL** Payable at Bangalore.
- c. Send the acknowledgment copy for verification.
- d. As soon as the verification is being done, the e-tender user id will be enabled.

NB : This registration is valid for 2(two) years.

- (3) After viewing Tender Notification, if bidder intends to participate in tender, he has to use his e-tendering User Id and Password which has been received after registration and acquisition of DSCs.
- (4) If any Bidder wants to participate in the tender he will have to follow the instructions given below:
 - a. Insert the PKI (which consist of your Digital Signature Certificate) in your System. (Note: Make sure that necessary software of PKI be installed in your system).
 - b. Click / Double Click to open the Microsoft Internet Explorer (This icon will be located on the Desktop of the computer).
 - c. Go to Start > Programs > Internet Explorer.
 - d. Type www.tenderwizard.com/OPTCL in the address bar, to access the Login Screen.
 - e. Enter e-tender User Id and Password, click on "Go."
 - f. Click on "Click here to login" for selecting the Digital Signature Certificate.
 - g. Select the Certificate and enter DSC Password.
 - h. Re-enter the e-Procurement User Id Password.
- (5) To make a request for Tender Document, Bidders will have to follow the steps mentioned below.

- a. Click “Un Applied” to view / apply for new tenders.
 - b. Click on Request icon for online request.
 - (6) After making the request, Bidders will receive the Tender Documents which can be checked and downloaded by following the below steps:
 - a. Click to view the tender documents which are received by the user.
 - b. Tender document screen appears.
Click “Click here to download” to download the documents.
 - (7) After completing all the formalities Bidders will have to submit the tender and they must take care of following instructions.
 - a. Prior to submission, verify whether all the required documents have been attached and uploaded to the particular tender or not.
 - b. Note down / take a print of bid control number once it displayed on the screen.
- Tender Opening event can be viewed online. Competitors bid sheets are available in the website for all. For any e-tendering assistance, contact help desk number mentioned below.
Bangalore – 080- 40482000.

2. **Eligibility Criteria:**

- a. The Travel Agency must have been registered with Government Authority.
- b. The Agency must have minimum 3(three) years of experience in the field of providing hired vehicles.
- c. The Travel Agency/Firms must have capacity to provide minimum 05(Five) nos. of following categories light commercial vehicles (not more than 3 years old from the date of initial registration) such as :
 - i) AC Mahindra SCORPIO / Creta/ or equivalent (5 seater).
 - ii) Mahindra Bolero /TUV or equivalent (7 seater).
 - iii) Mahindra Bolero /TUV or equivalent (9 seater).
 - iv) Mahindra Bolero camper or equivalent.

Proof of the same shall be submitted in shape of Agreement with the vehicle owners or an Affidavit along with the Techno-commercial bid. The RC book copies of own and other commercial vehicles and the list as per format in **Annexure-III** should be submitted with Techno-commercial bid. The list of vehicles so provided should not have been engaged anywhere else on regular basis.

Note:

The Travel Agency / firms having more nos. of own commercial vehicles would be given preference over others for Empanelment.

- d. The Travel Agency/Firm should have valid GST registration & Income Tax PAN.

3. **Parts of the Tender:**

The Tenderers are required to submit the tenders in two parts viz. Part-I (Techno commercial) & Part-II (Price bid).

4. **Documents to accompany Bids:**

Tenderer has to upload the self-attested copies of the following documents along With Techno-commercial Bid:

- i) Declaration form duly signed with seal.(Annexure-I)
- ii) Proof regarding registration with Government Authority.
- iii) Copy of GST Registration Certificate (in the name of the travel agency).
- iv) Copy of latest GST annual return, where bidder is mandatorily required to register under GST Laws (period FY 2025-26).
- v) Copy of Income Tax PAN Card (in the name of Travel Agency/Firm).
- vi) Copy of Income Tax return of last 3 Financial Years.
- vii) Proof of having 05(Five) nos. of light commercial vehicles under the custody of Travel Agency (copy of agreement with owners of the vehicles OR affidavit, along with photo copy of R.C. Books). List as per format in Annexure-III is to be enclosed.
- viii) Undertaking to provide good conditioned commercial vehicles(less than 3 years old) as mentioned in (as per format in Annexure-IV.
- ix) An affidavit declaring that Agency has never been debarred, disqualified or black listed by any Govt. / PSU Authority, shall be submitted along with the bid as per the format enclosed at Annexure-V.
- x) Undertaking as per prescribed format at Annexure-VI regarding engagement of any hired vehicle not belonging to any employee of OPTCL / GRIDCO or his/her spouse/ children.
- xi) Earnest money and E-payment acknowledgement receipt through e-payment gateway of tender wizard towards cost of Tender is to be uploaded along with technical bid.

In addition to the above, the tenderer has to fill up the formats (excel sheet) available under Techno commercial bid of e-Tender.

A) Bidders information,

B) Detail information of commercial vehicles.

C) Abstract of commercial terms

D) Eligibility criteria

OPTCL reserves the right to reject the tender out rightly, if any of the above document is not submitted by the bidding Travel Agency/Firm in their Techno- commercial offer or the bidders have mentioned wrong / misleading information in their bid through e-Tender.

5. **Mode of Submission of Tenders:**

- a) Tenders shall be submitted in electronic mode only. (www.tenderwizard.com/OPTCL).
- b) Telegraphic or FAX tenders shall not be accepted under any circumstances.

6. **PRICE:**

- a) Bidders are requested to quote-‘FIRM’ Price. No deviation from FIRM PRICE will be entertained.
- b) Bidders are required to quote the unit taxable price towards monthly hire charges not higher than the below stipulated price.

Sl. No.	Type of vehicle	Maximum hire charges (Unit taxable price) per month excluding taxes in Rs.
1	AC Mahindra SCORPIO / Creta or equivalent (5 seater)	37,000
2	AC Mahindra Bolero /TUV or equivalent (7 seater).	31,000
3	AC Mahindra Bolero /TUV or equivalent (9 seater).	31,000
4	AC Mahindra Bolero camper or equivalent.	31,000

7. **Earnest Money Deposit:**

- a) The tender shall be accompanied by Earnest Money deposit of value specified in the notice inviting tenders. Tenders without the required EMD as indicated will be rejected out rightly.
- b) No interest shall be paid on the Earnest Money Deposit.
- c) No adjustment towards EMD shall be permitted against any outstanding amount with the OPTCL.
- d) In the case of un- successful tenderer, the EMD will be refunded after the tender is decided. Suits, if any, arising out of this clause shall be filed in a Court of law to which the jurisdiction of High Court of Orissa extends.
- e) Forfeiture of EMD: The EMD shall be forfeited and appropriated by OPTCL as a genuine pre-estimated compensation and damages payable to OPTCL for, inter alia, the time, cost and effort of OPTCL without prejudice to any other right or remedy that may be available to OPTCL hereunder, or otherwise, under the following conditions:
 - if any of the documents submitted by a Bidder as part of the bid is found to be not genuine or forged or any of the claims, confirmations, statements or declarations of the Bidder is found to be incorrect or inconsistent, or is a case of any material misrepresentation of facts at any point of time during the bid evaluation process;
 - if a Bidder withdraws its bid before completion of the bidding process during the bid validity period.
 - if the Bidder has otherwise committed any breach of the terms of this Bid document;
 - in case the Preferred Bidder, does not comply with the requirements of the Price Bid or the revised Price Bid, as the case may be;
 - if the tenderer fails to accept the letter of award/or empanelment order issued in his favour or to execute the order, placed on them.

8. **Bid Validity Period:**

The tender should be valid for a period of **180 days** from the date of opening of tender, or else tender will be rejected.

9. Issue of Corrigendum/ Amendment:

At any time prior to the Last date of Bid submission, OPTCL may at its own initiative or in response to a query or clarification requested by a prospective Bidder if found appropriate, issue a corrigendum/ amendment to the tender documents, which shall be available for download on its website and also on the e-tenderwizard portal and the same shall also be considered to be part of the tender documents. In order to give Bidders reasonable amounts of time to take into account such corrigendum / amendment, OPTCL may at its own discretion also extend the date of submission of Bids.

10. Acknowledgement by Bidder:

It shall be deemed that by submitting its bid, the Bidder has:

- a. Made a complete and careful examination of the tender documents, including the proforma agreement;
- b. Received all relevant information requested from OPTCL;
- c. Satisfied itself about the scope of work and services to be delivered / rendered and the extant conditions and all matters, things, and information necessary and required for submitting an informed bid and for providing the required services in accordance with the tender documents including the contract (to be signed with OPTCL) and performance of all of its obligations thereunder;

11. Declaration by Bidder:

The bidders has to submit a declaration as per the format in Annexure-I that they have agreed with the general terms & conditions in Section-II and the rates entered in the attached contract schedule of prices of the tender document.

12. Right To Accept / Reject Any / All Bids:

- a. Notwithstanding anything contained in the Bid document, OPTCL reserves the right in its sole discretion, without any obligation or liability whatsoever, to accept or reject any or all of the Bids at any stage of the Bidding Process without assigning any reasons, thereof.
- b. Further OPTCL reserves the right to annul the Bidding Process and / or to reject any or all Bids at any stage prior to the signing of Agreement without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for OPTCL's action.
- c. Conditional offer shall not be accepted.

13. Evaluation of Techno- Commercial Bids:

- a) The Techno-Commercial Bids shall first be evaluated to determine whether they are complete, whether the required documents have been submitted in the correct formats and whether the documents have been properly signed by the Authorized Signatory and whether the Techno Commercial Bid is generally in order. It will be determined whether the Techno-Commercial Bid is of acceptable quality, is generally complete and is substantially responsive to the tender documents. A bidder is considered substantially responsive to Techno-Commercial Bid, if that conforms to all the terms, conditions and specifications of the tender documents without any deviations, objections, conditionality or reservations.

- b) Techno commercial bid shall be opened on the date and time fixed by the OPTCL in Electronic mode in presence of such of the Tenderers or their authorized representatives [limited to one person only] on the due date of opening of tender who opt to remain present.
- c) If required, OPTCL may ask Bidders to provide clarifications on the uploaded documents provided in the Techno-Commercial Bid, with respect to any doubts or illegible documents.
- d) After scrutiny of the technical particulars and other commercial terms, clarifications, if required, shortfall documents shall be sought for from the bidders. The Tenderers shall be allowed 07 days' time for such activity. Non submission of legible documents may render the bid nonresponsive. However, no changes in the Price Bid shall be sought, offered or permitted, nor shall the documents sought be related to the EMD.
- e) Based on the evaluation of the Techno-Commercial Bids as well as any shortfall documents submitted by the Bidders within the timeframe allowed by OPTCL the list of technically qualified Bidders shall be prepared.

NB In the event of any specified date for the opening of bids being declared a holiday for OPTCL, bids will be opened on or after the next working day.**

14. Opening and Evaluation of Price Bids:

- a) The date and time of opening of the Price Bids will be uploaded once the techno commercial evaluation is done and it will be communicated to the technically qualified Bidders in writing by e-mail.
- b) The Price Bids of only technically qualified Bidders shall be opened.

15. Security Deposit:

- a) Successful bidder will be asked to deposit an amount of **Rs. 40,000/- (Rupees Forty thousand)** Only towards Security Deposit in the shape of Demand draft/Pay order to be drawn in favour of **"EHT (O&M) Circle, OPTCL Ltd., Jeypore"**. The Security Deposit will not carry any interest and will be refunded only after satisfactory execution of the contract and after adjustment of any dues. In case of agency fails to provide satisfactory performance during the period of contract, security deposit is liable to be forfeited.
- b) If the successful bidder fails to execute the order, the Security Deposit of the bidder will be forfeited and the bidder will be debarred for 3 (three) years from OPTCL.

16. Issue of Clarifications:

Bidders may send their queries by email to **ehm.cle.jpr@optcl.co.in** before the pre-bid meeting. Queries received after the last date for sending queries (as per the Schedule for the Tender) may not be considered by OPTCL. The responses to the queries received shall be published by OPTCL on the e-tender Wizard Portal and the same shall also be considered to be a part of the tender documents; however, the source of queries shall not be mentioned.

17. General:

- a) In the event of discrepancy or arithmetical error in the schedule of price, the decision of OPTCL shall be final and binding on the Tenderer.
- b) For evaluation, the price mentioned in words shall be taken if there is any difference in figures and words in the price bid.
- c) Notice inviting tender shall form part of this specification.
- d) The price bids of the techno-commercially qualified bids shall only be evaluated.
- e) It should be distinctly understood that the part-II of the bid i.e. Price Bid shall contain only details/documents relating to price. Inclusion of any of the documents/information etc. shall render the bid liable for rejection.

**General Manager(Ele.)
EHT (O&M) Circle, Jeypore**

SECTION – II.

GENERAL TERMS AND CONDITIONS OF CONTRACT [G.T.C.C.]

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SECTION – II.

GENERAL TERMS AND CONDITIONS OF CONTRACT [G.T.C.C.]

1. DEFINITION OF TERMS USED IN THIS BID DOCUMENT: -

- 1.1 The “Company” shall mean “ODISHA POWER TRANSMISSION CORPORATION LIMITED” (OPTCL), A Company registered under the Companies Act-1956 and having its Registered Office at Janpath, -751022.
- 1.2 The “Travel Agent/Agency/Firm/Contractor/Party” shall mean the bidder, who has agreed to provide the hired commercial vehicles to the Company.
- 1.3 The “Person-in-charge” shall mean the person designated as such by the company and shall include those who are expressly authorized by the Company to act for and on its behalf.

2. SCOPE OF THE CONTRACT:

The tenderer has to provide, maintain and operate light commercial AC vehicles with drivers as per the requirement, in good running condition. The vehicle shall be in good running condition so as to provide safe and trouble free journey and to avoid any breakdown en-route and shall not be more than 3(Three) years old from it's date of initial registration .

3. ALLOTMENT ORDER FOR ENGAGING VEHICLE:

Agencies shall be **empanelled based on the price bid quoted, subject to fulfillment of all prerequisites of the Techno-Commercial Bid.**Empanelled agencies shall be issued a **Letter of Allotment (LOA)** for deployment of vehicles at various units under the **EHT (O&M) Circle**, as per the operational requirements of **OPTCL**.Upon issuance of the LOA, the agency must **deploy a suitable vehicle within 15 (fifteen) days** at the designated location.A **list of existing units** where such deployment may be required is provided below. However, **OPTCL reserves the sole right to add or remove units** from this list at its discretion, depending on operational exigencies.All participating agencies **must be capable of providing vehicles at any or all of the listed (or subsequently added) locations**, as per OPTCL's requirement.

Sl.No.	Name of the Unit	Controlling Officer	Probable Type of Vehicle
1.	O/o GM,EHT(O&M) Circle,Jeypore	GM, EHT(O&M) Circle,Jeypore	AC Mahindra SCORPIO / Creta or equivalent (5 seater)
2.	O/o DGM,EHT(O&M) Division,Jayanagar	DGM,EHT(O&M) Division,Jayanagar	AC Mahindra Bolero /TUV or equivalent (7 seater).
3.	O/o DGM,EHT(O&M) Division,Rayagada	DGM,EHT(O&M) Division,Rayagada	AC Mahindra Bolero /TUV or equivalent (7 seater).
4.	O/o DGM,EHT(O&M) Division,Malkangiri	DGM,EHT(O&M) Division,Malkangiri	AC Mahindra Bolero /TUV or equivalent (7 seater).
5.	O/o DGM,E&MR Division,Rayagada	DGM,E&MR Division,Rayagada	AC Mahindra Bolero /TUV or equivalent (7 seater).
6.	220/132/33KV GSS, Jayanagar	SDO, Jayanagar Grid S/S	AC Mahindra Bolero /TUV or equivalent (7 seater).
7.	132KV T/L S/D,Jeypore	SDO,132KV T/L S/D,Jeypore	AC Mahindra Bolero camper or equivalent.
8.	220KV T/L S/D,Jayanagar	SDO,220KV T/L S/D,Jayanagar	AC Mahindra Bolero camper or equivalent.

9.	132/33KV GSS,Tentulikhunti	SDO,132/33KV SDO,GSS,Tentulikhunti	AC Mahindra Bolero camper or equivalent.
10.	132/33KV GSS,Umerkote	SDO,132/33KV GSS,Umerkote	AC Mahindra Bolero camper or equivalent.
11.	132/33KV GSS,Sunabeda	SDO,132/33KV GSS,Sunabeda	AC Mahindra Bolero /TUV or equivalent (7 seater).
12.	132/33KV GSS,Rayagada	SDO,132/33KV GSS,Rayagada	AC Mahindra Bolero camper or equivalent.
13.	220KV T/L Theruvali	SDO,220KV T/L Theruvali	AC Mahindra Bolero camper or equivalent.
14.	132/33KV GSS Paralakhemundi	SDO,132/33KV GSS Paralakhemundi	AC Mahindra Bolero camper or equivalent.
15.	220/132/33 KV GSS Gunupur	SDO,220/132/33 KV GSS Gunupur	AC Mahindra Bolero camper or equivalent.
16.	220/33 KV GSS Laxmipur	SDO,220/33 KV GSS Laxmipur	AC Mahindra Bolero camper or equivalent.
17.	220/33KV GSS,Balimela	SDO, 220/33KV GSS,Balimela	AC Mahindra Bolero camper or equivalent.
18.	E&MR S/D,Rayagada	SDO, E&MR S/D,Rayagada	AC Mahindra Bolero /TUV or equivalent (9 seater).
19.	E&MR S/D,Jayanagar	SDO, E&MR S/D,Jayanagar	AC Mahindra Bolero /TUV or equivalent (9 seater).
20.	E&MR S/D,Malkangiri	SDO, E&MR S/D,Malkangiri	AC Mahindra Bolero /TUV or equivalent (9 seater).

4. **PAYMENT OF FUEL COST (POL)**

(A) For the vehicles hired on monthly charges basis for regular conveyance, fuel and lubricating oil required shall be arranged by the Travel Agency at his own cost. However, OPTCL shall reimburse the fuel and lubricating oil consumption for the running kilometres of the vehicle as mentioned below-

Sl no	Category of Vehicle	Price
1	AC Mahindra SCORPIO / Creta or equivalent (5 seater)	@ 10km/liter (diesel/petrol)
2	AC Mahindra Bolero /TUV or equivalent (7 seater).	@ 10km/liter (diesel/petrol).
3	AC Mahindra Bolero /TUV or equivalent (9 seater).	@10km/liter (diesel/petrol).
4	AC Mahindra Bolero camper or equivalent.	@ 10km/liter (diesel/petrol).

In addition to the above, cost of one litre of lubricating oil in every 750 Km run of the light commercial vehicle will be reimbursed.

5. **NIGHT HALT CHARGES:**

For any kind of journey (Out Station) involving night halt, a maximum amount of Rs. 250.00 for each night halt will be paid extra by OPTCL. Night halt duration for this purpose shall be 10PM to 6AM of the next day.

6. PAYMENT:

- i) The bills towards hiring of vehicles are payable after end of the month.
- ii) The Agency has to submit the Bill(s) of the preceding month to the Officer In-charge of within 7(seven) days along with the following supporting documents:
 - a) Original Log Sheet / Duty Slip and utilization Certificate duly signed by the allotted Officer with countersignature by his / her controlling officer.
 - b) The original receipt of payment towards toll gate charges and parking charges shall be enclosed along with the fuel & lubricant bills for reimbursement by OPTCL.
 - c) The Bill(3no copies) shall accompany printed Tax invoice with serial no.

In case the Travel agency does not submit the bill in time, the payment for the default bill (only hiring charges) will be made next month. Fuel Bill shall be released only after submission of bill certified by concerned officer In-charge.

7. TAXES AND DUTIES:

- i) GST under RCM @ 5% shall be applicable on the service where the service provider is other than body corporate (company).
- ii) Where the service provider is a body corporate (company) GST @ 12% shall be applicable. The service provider shall submit Tax Invoice and OPTCL shall not be liable to pay GST under RCM.

8. PRICE:

The price quoted in the Price Schedule against monthly hiring charges and Night halt charges should be FIRM excluding fuel and lubricant but inclusive of operation charges, repair & maintenance charges, driver charges, T&Ps etc. The quoted price must also include the cost towards to and fro movement of vehicle from travel agency to pick and drop point of user.

The rates should be quoted strictly as per the Price bid format of the Price Schedule. Other mode of quotation of rates will not be accepted.

The bidder shall submit information regarding Taxability of his service whether under Reverse Charge or Forward Charge mechanism in the part I &II of the bid.

9. DOCUMENTS FOR VEHICLE ALLOTMENT ORDER:

The successful Agency/Firm will be required to submit the following documents of vehicles and drivers to be engaged, prior to release of vehicle allotment Order.

- a) List of vehicles including own vehicles, **not more than 3 years old** from the date of initial registration for engagement .
- b) Self-Attested copy of RC Books.
- c) Self-Attested copy of 1st party insurance / Comprehensive Insurance Policy of vehicles.
- d) Self-Attested copies of valid Driving License of the drivers.
- e) Valid fitness certificate for commercial use and with copy of all Odisha Road permit.
- f) Proof of up-to-date road tax payment.
- g) Agreement copy with the vehicle owner.

- h) The firm / Agency should indemnify OPTCL against any losses, damage to OPTCL properties and employees or claims arising thereof by producing an Indemnity bond in a non-judicial stamp paper amounting **Rs.100/- (Rupees One hundred only)** as per Annexure-VII.
- i) Updated PUC certificate.

After scrutinizing all relevant documents, vehicle allotment order will be issued to successful bidders for engagement of the vehicles with drivers in units under EHT (O&M) Circle, Jeypore. **The substitute vehicle (if not listed as above) should also fulfil the same term & conditions and should not be more than 3 years old on the date of substitution from the date of initial registration.**

10. PERIOD OF CONTRACT

The period of contract is initially for a period of 02(two) years from the date of placement of order. On successful completion of the contract, if OPTCL desires, the contract period can be extended for further period under existing price and terms & conditions subject to satisfactory performance and on mutual consent of the parties.

- 10.1 The company reserves the right to terminate the contract without assigning any reason thereof, at any time during the pendency of the contract by giving **30 days' notice** of its intention to do so. In the event of any such termination of the contract, the Travel Agent shall only be entitled for the amount for services actually provided under the contract till the termination of contract, subject to deductions, if any, under the terms of contract. No other claims can be allowed or considered.
- 10.2 In case of persistent breach of the contract or unsatisfactory services by the Agency, OPTCL reserves the right to terminate the contract along with forfeiture of Security Deposit and may also blacklist the Agency for participation in future tenders.

11. SUPPLY OF VEHICLES / LIABILITIES:

- i) During any working days if the allotted officer does not avail the allotted vehicle, the same vehicle must report to Person in-charge and may also be asked to perform duty otherwise required by OPTCL.
- ii) Vehicle engaged on monthly basis can be allowed maximum of 3 days in a month for maintenance and servicing purpose with prior permission from the employer. For such days the agency must provide alternate equivalent vehicle. Otherwise deduction from monthly hire charges shall be made on pro- rata basis.
- iii) The engaged vehicles are required to be kept in good running condition for the whole contract period and shall operate as per time schedule and as per the instruction of officer to whom the vehicle is allotted. The vehicle should be kept with sufficient stock of fuel. Generally changes of Vehicle or Driver by the Travel Agency shall not be accepted. However, in the event of breakdown or for reasons whatsoever, the Travel Agency shall provide another Vehicle of equivalent or higher category without additional cost. Further, if the Driver of the Vehicle is physically unfit to drive or has some personal work which is un-avoidable, replacement of Driver by the Travel Agency shall be acceptable. But in both the occasions, prior intimation should be given by the Travel Agency to the Officer In-charge and concerned allotted Officer as well. The allotted vehicle should not also be engaged in any other place during the contract period.

- iv) During the course of parking of Hired Vehicles in the Office premises, if any damages / loss occurred to the Vehicle(s), OPTCL is no way responsible to compensate the cost of the said loss or damages.
- v) All valid documents of the vehicle like R.C. books, 1st Party Insurance Certificate, Road Permits, Fitness Certificate, Pollution certificate, Gate pass etc. are to be kept in up dated condition and should be available with the concerned driver of the vehicle.

Any fine/compensation levied/imposed by Statutory Authority due to want of any document, will be borne by the Agency.

- vi) Cost of Spare parts, repair & maintenance charges of the vehicle will be borne by the Agency.
- vii) If any vehicle is sent to garage for repair / fuel tank for re-filling, the Agency cannot claim any amount involved for these empty trips as well as the time for the purpose.
- viii) The Travel Agency/Firm shall make regular and full payment of all wages and allowance to the drivers engaged by it. It lies under sole responsibility of the agency.
- ix) The Agency/Firm should maintain proper records of the drivers' details, attendance and payment made to them and such records should be made available to the OPTCL or any Statutory Authority for scrutiny as and when required. The Agency shall be responsible for all sorts of statutory payment to the staff employed by it.
- x) The drivers provided by the Travel Agency should be :
 - a) Well behaved, gentle, obedient in nature and free from bad habits of any type of intoxication like smoking, chewing tobacco etc.
 - b) He should possess valid appropriate Vehicle Driving License (Transport) with sufficient experience in driving transport passenger vehicle. He must have all the relevant papers of the vehicle in original for producing the same before the law enforcing Authority as and when required. Inability to produce relevant records, documents at the time of need will be treated as disqualification and it may lead to termination of contract.
 - c) The Travel agency would provide drivers with a Mobile Phone and talk time at its own cost and intimate the said phone number to the concerned allotted Officer and Person- In-charge in order to facilitate contact with the concerned Driver.
 - d) The Agency shall be required to change / replace the driver(s) in case found unsuitable for the purpose with due approval from Officer-in-charge, EHT (O&M) Circle, Jeypore, OPTCL.

Apart from above, the Travel Agency shall ensure that the Driver of the Hired Vehicle has to reach at the door step or in the location as per instruction/requirement of the allotted officer.

- xi) In case of non-fulfilment of any obligations under the contract or law, OPTCL, reserves the rights to withhold payments due to the Agency till compliance of the same.
- xii) During the contract period, any damage / loss caused to the Hired Vehicle or loss of life / injury made to any person or to any property while in OPTCL duty, the Travel Agency is wholly responsible to compensate the loss or resolve the issue. The OPTCL shall not be responsible to compensate the same.
- xiii) The Agency shall provide first-aid box with all recommended medicines, one 3-cell torch, 2 umbrellas, one set of required spanner, and other T&P items in the vehicle and shall verify the usability of the same regularly.
- xiv) Both front and back seats should be equipped with seat belts.

- xv) In case the speedometer of the vehicles does not function for a specific period, the distance covered by the vehicle for any purpose shall be assessed by the Officer of OPTCL to whom the vehicle is attached, whose decision shall be final and binding. The Agency shall arrange to repair / replace the speedometer within **24 hour** of such failure.
- xvi) **The vehicle must have FASTag enabled.**
- xvii) If the performance of the Driver is un-satisfactory or any mechanical trouble detected during running of the Vehicle, as reported by the allotted Officer, the Travel Agency is responsible to replace the same immediately without hampering official work. If positive response is not received from the Travel Agency to resolve the issue within a day, the OPTCL reserves the right to reject its contract without assigning any further reasons thereof.
- xviii) In the event of lease vehicle provide by the Travel Agency, the copy of the agreement made with owners of the Vehicle should be submitted with self-attestation.
- xix) The agency must have round the clock telephone / mobile facility, so that it can be contacted at any time during emergency.
- xx) It is the responsibility of the Agency to comply with all statutory regulations of Govt. of India / Govt. of Odisha, for the time being in force, for operation of the hired vehicles during the entire course of contract.
- xxi) The police / court case (Legal disputes) in respect to hired vehicle during the period of engagement will be at the risk and cost of the Travel Agency.

12. PRICE REDUCTION PENALTY:

- i) For the regular monthly vehicles, the vehicles shall remain in service for a minimum of **12 Hrs. duty**. In case of break down, maintenance / repair or any other cause for which the vehicle could not be engaged, the Agency shall provide an equally good vehicle immediately, failing which, the company will treat the vehicle not on job for the aforesaid period and there will be price reduction of **Rs.500/-(Rupees Five hundred)** only for that day / for each day of absence period, without prejudice to any other rights under the contract to which it may be entitled including termination and consequences.
 - a. The contract is liable for rejection if the price reduction (penalty) in accordance with the above **Clause- 12 (i)**, is imposed on the Agency for **4(Four) times in a month**.
 - b. Further hiring charges for the period will be reduced from monthly bill of the concerned Travel Agency / Firm in case of engagement of vehicles of non-eligible age or non-commercial vehicles, on intimation from the allotted Officer.
- ii) **Vehicles with private registration number are strictly prohibited.**

13. USE OF VEHICLE

- i) The vehicles to be provided on fixed monthly charges basis, shall be exclusively used for OPTCL, during the period of contract as per directions of Person-in-charge / Officer to whom the vehicle is attached (User) and shall not be deployed for other works.
- ii) Vehicles engaged will be fixed with sticker as "ON OPTCL DUTY". The stickering charges will be borne by the agency.
- iii) The Agency should be prepared to send the vehicle to any place within the state of Odisha as per requirement of the allotted Officer / Officer-in-charge. During the contract period, if any of the vehicle is seized or requisitioned by Govt. Authorities for non-compliance of relevant act / statutory requirement etc. or for any reason, the Agency have to provide

alternative vehicle without any loss of time. Otherwise Price Reduction (penalty) as per clause No.12 (i.e. Price Reduction Penalty) will be levied and recovered from the Travel Agency.

14. MAINTENANCE OF LOG BOOK:

1. Every Driver of the Hired Vehicle should be provided with Log Book by the Travel Agency .
2. Concerned Officer has to record the Kilometre Reading in the Log Book at the starting and ending point as per actual figure reflected in the Speedometer of the Vehicle with his / her signature for each journey.
3. As the hired vehicles are being kept under the custody of the Travel Agency, the Kilometre reading and time shall start from the place of reporting or the residence of the Allotted Officer and shall end at the place of dropping or the residence of the officer as the case may be.
4. Log book shall be maintained by the driver on day to day basis and he should obtain the signature of the user regularly.
5. The Log Book and Duty slips if any, have to be submitted in original along with the bill with due signature of the officer utilizing the vehicle.
6. Overwriting on the duty slip as well as on the Bill shall not be accepted.

15. PROTECTION OF WORKMEN

- i) The travel agencies shall be liable to fully indemnify OPTCL for payment of compensation under Workmen Compensation Act. VII of 1923 on account of the workmen employed by the travel agencies for the said contract and full amount of compensation paid by OPTCL if any, will be recovered from the Travel Agencies.
- ii) The successful bidder shall have to comply with provisions of all applicable Acts, Rules and Regulations (such as The Minimum wages Act, 1948, The Employees Provident Funds & Miscellaneous Provisions Act, 1952 & The Employees Pension Scheme, 1995 etc.) as applicable to their employees from time to time. OPTCL is in no way responsible to this effect.
- iii) The Agency shall be solely and exclusively responsible for engaging or employing Drivers. All employees engaged by the Agency shall be on its pay roll and be paid by them. The company will have no liability what so ever concerning the employees of the Agency or of the owners of the vehicle. The Agency shall indemnify OPTCL against all loss or damage arising out of or in the course of his employing persons or out of his relations with his employees. The Agency shall make regular and full payment of all wages and allowances to its workers/employees. The Agency shall be directly responsible for any disputes arising between it and its employees and keep the Person-in-Charge indemnified against losses, damages or claims arising thereof including any workmen's compensation etc.

In case of non-fulfilment of any obligations under the contract or law, the Person-in-Charge reserves the right to withheld payments due to the Agency.

15. STATUTORY LAWS

- a. The Agency shall comply with all relevant Rules & Regulations of Motor Vehicle Act applicable at present and may be enforced from time to time.
- b. The Agency will comply all statutory applicable laws and keep OPTCL informed about any amendment of law time to time.
- c. The vehicles should have commercial registration with insurance coverage. The vehicle should have all valid documents like R.C.books, Insurance Certificate, Permits, Pollution certificate etc. in up-date condition.

16. SAFETY/SECURITY

The safety/security of the vehicle at any time of the day/night during the period of hiring shall be the responsibility of the Agency.

17. PERSON-IN-CHARGE

Any person appointed by GM (Ele), EHT(O&M) Circle, OPTCL will act as Person- In-Charge of Vehicles.

18. JURISDICTION OF COURT

Suits if any arising out of this contract shall be subject to jurisdiction of the Courts at Jeypore, which may extend to High Court of Odisha.

**General Manager(Ele.)
EHT (O&M) Circle, Jeypore**

SECTION – III

[LIST OF ANNEXURES]

The following schedules and proforma are annexed to this specification and contained in Section-III as referred to in the relevant clauses.

Sl no	CATEGORY	ANNEXURE
1	Declaration form	Annexure-I
2	Checklist of documents submitted	Annexure-II
3	Detail Information of commercial vehicles under custody	Annexure-III
4	Undertaking to provide good condition commercial vehicle	Annexure-IV
5	Affidavit declaring that Agency has not been debarred	Annexure-V
6	Undertaking regarding engagement of vehicles not belonging to any employee of the OPTCL/GRIDCO	Annexure-VI
7	INDEMNITY BOND	Annexure-VII
8	Power of Attorney	Annexure-VIII

DECLARATION FORM

(TENDER CALL NOTICE NO: - JPR-01/2025-2026.)

To

**The General Manager (Ele),
EHT(O&M) Circle,
Jeypore.**

Sir,

We have gone through the above specifications together with general terms and conditions therein.

1. I/We having the following organization profile pertaining to our Travel Agency / firm, hereby offer to provide hired AC Light commercial vehicles (not more than 3 years old from the date of initial registration) to O/O GM(Ele), EHT(O&M) Circle, OPTCL, Jeypore as per the terms and conditions mentioned in this tender document and at the rates entered in the attached contract schedule of prices in the tender.
2.
 - i) Name of Travel Agency/Firm_____.
 - ii) Regd. Address _____
 - iii) Address of Office at _____
 - iv) Number of Branches in Odisha if any (Please mention place and location)

 - v) Name of authorized signatory (in block letters):_____
 - vi) Specimen signature of authorized signatory:-_____
 - vii) Telephone /Mobile No. of authorized signatory of Firm:_____
 - viii) Email Address of firm: _____
 - ix) Contact Person's
 - a) Name & Design. _____
 - b) Tel No. Landline_____ Mobile _____
 - c) Email ID _____
 - x) Type of Firm: Proprietorship /Private Ltd. / Public. / Cooperative/ NGO / PSU
 - xi) Bank Account Number with Branch and name of Bank

 - xii) Registration no. of the Firm/Company: _____
 - xiii) PAN No.: _____

xiv) GST Regn. No : _____

3. I/We do hereby undertake to attend the job within the time specified in the tender.
4. I/We do certify to have submitted the bid electronically by remitting online towards the cost of the tender document vide acknowledgement No._____.
5. I/We do hereby declare that, I/We am/are submitting this tender electronically after going through the complete set of Tender documents and accept all the terms and conditions of the Tender.
6. I/We do declare that, the documents submitted for the tender are true, correct and authenticated. We also undertake that if any of the information found false, our offer against the tender will be rejected and any action as deemed proper by OPTCL may be taken against us.
7. In the event of Tender, being decided in *my/our favour, * I/We agree to furnish the security deposit in the manner, acceptable to ODISHA POWER TRANSMISSION CORPORATION LTD., as per clause-17 of section-I of this specification within 15 days of issue of empanelment order/ vehicle allotment order, failing which *I/We clearly understand that the said empanelment order/ vehicle allotment order will be liable to be withdrawn by the employer, and the EMD deposited by us shall be forfeited by OPTCL.

Signed this day of 2025

Yours faithfully

SIGNATURE OF THE TENDERER WITH SEAL

[This form should be dully filled up by the tenderer and uploaded at the time of submission of tender.]

* (Strikeout whichever is not applicable).

ANNEXURE-II

(Tenderer has to fill up this format (excel sheet) available under Techno-commercial Bid of e-Tender)

CHECKLIST

Mark where necessary (YES / NO)

Sl. No	Documents	Yes	No
1.	Proof regarding registration with Govt. Authority		
2.	Copy of GST Registration Certificate		
3.	Copy of latest GST annual return for FY 2022-23 (If GST Regd).		
3(a)	Whether GST shall be on the basis of Reverse Charge Mechanism (i.e. 5%)		
3(b)	Whether GST shall be on the basis of Forward Charge Mechanism (i.e. 12%)		
4.	Copy of Income Tax PAN Card (in the name of Travel Agency/Firm or in the name of proprietor).		
5.	Declaration form.(Annexure-I)		
6.	Proof of having minimum 05 nos. of light commercial vehicles under custody in shape of Agreement with the vehicle owners or Affidavit. List as per format in Annexure-III .		
7.	Undertaking to provide good condition commercial vehicles not more than 3 years old from the date of initial registration as per format at Annexure-IV		
8.	An affidavit declaring that Agency has not been debarred, disqualified or blacklisted by any Govt./PSU client as per the specimen format enclosed at Annexure-V .		
9.	Undertaking regarding engagement of vehicles not belonging to any employee of OPTCL / GRIDCO or his/her spouse / children in the Tender as per the specified format at Annexure-VI .		
10	Indemnity Bond(Annexure-VII)		
11	Current Landline telephone / electricity bill for address proof.		
12	Submission of Cost of Tender paper and uploading the scanned copy of the receipt of acknowledgement with Techno-commercial bid of e-Tender.		
13	Copy of Income Tax return of the agency / firm for last three F.Y.		

N.B.- The bidders are required to examine the specifications thoroughly before submitting the e-tender. Attention of the bidders is specially drawn to '**Instruction to Tenderers**' which if not complied, will lead to the rejection of tender.

ANNEXURE-III

Detail Information of commercial vehicles under custody of Travel Agency including own vehicles.

(Vehicles should not be more than 3(Three) years old from the date of initial registration)

Sl. No.	Types of Vehicles (Make and Model)	Vehicle registration No.	Year of manufacturing And type of fuel Petrol/Diesel	Date of initial registration	Validity of commercial registration
OWN Vehicles					
1					
2.					
3					
4					
5					
6.					
7					
8					
9.					
10.					
Vehicles of other owners					
1.					
2.					
3.					
4.					
5.					
6					
7.					
8.					
9.					
10.					

- NB : 1. Bidder must furnish detail information of minimum 05(Five) nos. commercial vehicles (not more than 3 years old).**
- 2. Travel Agency having more nos. of own commercial vehicles would be given more weightage.**

ANNEXURE-IV

**Undertaking to provide good condition commercial vehicle of all categories as mentioned in Clause-
to O/O THE GENERAL MANAGER (ELECT) EHT (O & M) CIRCLE, JEYPORE.**

I / We do hereby undertake that my / our Travel Agency / firm shall provide good condition commercial vehicles to OPTCL, which would not be more than 3(Three) years old from the date of initial registration as per terms and conditions of the tender.

I / We do hereby further unconditionally undertake that my /our Travel Agency / firm shall provide all categories of light commercial vehicles as mentioned to OPTCL, from time to time as per requirement by the Corporation.

In the event of failure to provide vehicle in time, I will pay the penalty as may be imposed by the authorities of Corporation.

Name, Seal & Signature of Bidder

ANNEXURE-V

SPECIMEN FORMAT

**Affidavit declaring that Agency has not been debarred, disqualified or black listed by any
Govt./PSU client**

(To be executed on a Stamp paper of appropriate Value)

I/We,.....S/O.....(mention all names if the
there are two or more nos. of proprietors), proprietor(s) of
M/s.....(The Agency) Bearing PAN No.....located
at(Complete Address of the Agency) hereby undertake that
the Agency M/s.....and
Proprietor (s) have not been blacklisted/debarred in the past by any
Government/PSU/Private Institution from participating in any of the tender.

Also, I/We undertake that there is no vigilance/CBI/Police case pending against
M/s.....and proprietor(s) of M/s.....

The facts stated above are true to the best of my/our knowledge. I/We also understand
that if any of the information found false, my/our offer against Tender call Notice
No..... will be
rejected and any action as deemed proper by Odisha Power Transmission Corporation Ltd.
may be taken against me/us.

Witness-1

Signature(s) of the Proprietor(s) with Seal

Name(s) Signature.....

Witness-2

Name(s) Signature.....

ANNEXURE-VI

Undertaking regarding engagement of vehicles not belonging to any employee of the OPTCL in the Tender.

I / We hereby undertake that none of the vehicles to be engaged in **OFFICE OF THE GENERAL MANAGER (ELECT) EHT (O & M) CIRCLE, JEYPORE** by my Agency belongs to any employee of **OPTCL, or his / her spouse / children**. In case the statement is found incorrect, I shall be liable to penal and legal action as warranted under rules.

Name, Seal & Signature of Bidder

ANNEXURE-VII

INDEMNITY BOND

(To be furnished in Stamp paper as per Stamp Act)

(Stamp Paper should be purchased in the name of the SELLER/

INDEMNIFIER)(At present not less than Rs.100/- Stamp Paper)

This **deed of Indemnity is executed by** M/s.....(hereinafter referred to as

'Indemnifier' which expression shall, unless repugnant to the context or meaning thereof, include its heirs, successors, administrators, representative and assignees) **in favour of** M/s.....

(OPTCL) (here in after referred to as **'Indemnified'** which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators and assignees).

Whereas, the **Indemnified** herein has awarded to the **Indemnifier** herein an Order/ Letter of Award/notification of Award No..... dt..... for the supply of..... By the **Indemnifier** on terms and conditions set out interalia in the Tender Document/Notification ofAward/ Letter of Award No... of the **Indemnified**.

And whereas, clauses of the mentioned order/ Tender Document and letter of Award No.....Dt..... mandates / provides for the Indemnifier herein to indemnify the **Indemnified (OPTCL)** from any loss, damage to its properties and employees or any claim against the **Indemnified** arising out of the said Tender Document, letter of Award, Notification of Award as the case may be, by providing an Indemnity Bond in favour of **Indemnified**.

Now therefore this deed of indemnity witnessed as below.

The **Indemnifier** hereby irrevocably binds itself to the Indemnified to indemnify the **Indemnified**, without any demur or reservation in the event the **Indemnified**, suffers any loss or damage to its properties and employees and/or in the event any claim arises against the **Indemnified** its properties and employees from out of any act of any vehicle any Driver and/or any owner of any vehicle which is provided by the **Indemnifier** on hire to the **Indemnified** and from any claim arising out of any action/inaction of the **indemnifier** in relation to the said Tender Document/ Notification of Award/ Letter of Award No..... dt... of the

Indemnified. The **Indemnifier** also further binds itself to the **Indemnified** to indemnify the **Indemnified** immediately after the occurrence of any such claim or loss or damage within a period of 30 days from the date of such occurrence but no further.

Executed this.....the day of.....20.....at.....

For.....

(Signature with Name and Designation)

Indemnifier

Company Seal

Date:

Witness:

1.....

Signature with Name, Designation & Address

2.....

Signature with Name, Designation & Address

POWER OF ATTORNEY

(On a Stamp Paper of relevant value)

POWER OF ATTORNEY FOR AUTHORISED

SIGNATORY

Know all men by these present, we _____ (name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms. _____ (name and address of residence) who is presently employed with us and holding the position of _____ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for [security Service].

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Executant

Signature of Attorney

(Name, Title and Address of the Attorney) Attested.

Notes:

1. To be executed by the sole Bidder.
2. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
3. Also, where required, the executants (s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
4. In case the Proposal is signed by an authorized Director of the Bidder, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the power of Attorney.

PART-II
PRICE SCHEDULE

PRICE:

- i) Bidders are requested to quote-‘FIRM’ Price. No deviation from **FIRM PRICE** will be entertained.
- ii) Bidders are required to quote unit taxable price excluding GST in the price bid sheet.
- iii) Bidders are required to quote the unit taxable price towards monthly hire charges not higher than the below stipulated price.

Sl. No.	Type of vehicle	Maximum hire charges (Unit taxable price) per month excluding taxes in Rs.
1	AC Mahindra SCORPIO / Creta or equivalent (5 seater)	37,000
2	AC Mahindra Bolero /TUV or equivalent (7 seater).	31,000
3	AC Mahindra Bolero /TUV or equivalent (9 seater).	31,000
4	AC Mahindra Bolero camper or equivalent.	31,000